

CEMETERY MAINTENANCE CREW LEADER – 2021

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs skilled work in the operation and maintenance of the City cemeteries; parks and recreation department and other city facilities; does related work as required. Work is performed under general supervision.

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, working, pushing, pulling, lifting, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assist in the supervision and participates in the maintenance of the cemeteries, community appearance program projects, and other city facilities, preparing and maintaining records and files.

Coordinates with the Building and Grounds Superintendent the cemetery operations; assist with preparing and administering budget; maintains records; completes work orders;

Work with Landscape Crew Leader to schedule and assist with work/projects;

Work with recreation/maintenance division to coordinate work/projects;

Receives and processes burial permits; checks lots; locates grave sites;

Handles cemetery complaints and inquiries;

Coordinates and schedules work with subordinates; oversees and inspects work of crews;

Inspects cemeteries, equipment, and landscaped spots, for needs and takes remedial action;

Assists with mowing, trimming, leaf removal, mulching, spraying, and related maintenance activities;

Backfills, packs and the sows grass on new or sunken graves; re-fills sunken graves;

Removes old flowers from grave sites; empties trash cans; picks up litter;

Works with Appearance Commission as needed and attends meetings as required; attends classes/workshops;

Assist with hanging baskets and other community appearance projects or recreational events;

Operates mowers, front-end loader, trucks, bucket truck, dump truck and a variety of hand tools; maintains all equipment;

Maintains reasonable and predictable attendance;

Performs related tasks as required.

KNOWLEDGE SKILLS AND ABILITIES:

Thorough knowledge of grounds & maintenance practices and methods; knowledge of the techniques and practices of planting, fertilizing, pruning, and maintaining trees, shrubs, flowers, and plants; thorough knowledge of the operation and maintenance of a cemetery and maintenance of cemetery grounds; general knowledge of clerical and financial records keeping in connection with business operations, ability to perform work indoors and outdoors throughout the year; ability to establish and maintain effective working relationships with associates; tact in dealing with the public; computer knowledge and skills and ability to lead a small crew of workers..

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from a high school and considerable experience in cemetery, and grounds maintenance work.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of North Carolina. Pesticide License preferred.